

BRADFORD
ROYAL INFIRMARY.

RULES.

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Bradford Royal Infirmary.

❧ RULES. ❧

The Institution shall be designated the BRADFORD ROYAL INFIRMARY, and its management shall be vested in Governors qualified as hereinafter mentioned.

Persons Qualified to act as Governors.

1. Patrons.
2. The President.

The Mayor of Bradford for the time being shall be the President of the Bradford Royal Infirmary.
3. Vice-Presidents.

All individual donors of £50 and upwards at one time shall be Vice-Presidents. In exceptional cases also the Board may appoint Vice-Presidents subject to confirmation by the Governors at their next annual meeting.
4. The Honorary Treasurer.
5. The Honorary Secretary.
6. The Honorary Consulting and Senior Acting Staff.
7. Annual Subscribers of One Guinea and upwards.
8. Representative Governors.

Any corporate body, public or private company, or society, members of any place of worship, or any body of workmen in private firms who subscribe annually one guinea or upwards, or make a donation of £50 or upwards at one time, shall have the right to nominate in writing a representative to act as Governor.

Meetings of Governors.

1. An Annual Meeting of the Governors shall be held in the month of February, when a report of the previous year's transactions shall be read, and a Board of Management, an Honorary Secretary, a Treasurer, an Auditor, and a Committee of Forty-eight Visitors shall be chosen for the ensuing year.

2. A Special Meeting of Governors may be held at any other time if summoned by a resolution of the Board of Management, or if twenty-five Governors sign a requisition and specify the business to be transacted the President shall convene such a meeting. In either case seven days' public notice, by one advertisement in a local newspaper, must be given.

3. No new Rule or alteration or repeal of any existing Rule shall be valid unless sanctioned by a resolution passed by a majority of the Governors present at an Annual or Special Meeting, of which fourteen days previous notice shall have been given by public advertisement as aforesaid specifying the proposed change.

4. No Governor whose subscription is in arrear, shall be entitled to vote, nor shall any Governor have a right to more than one vote, except the Chairman of the meeting for the time being who shall have a casting vote.

Privileges of Donors and Subscribers.

An individual Donor of £1000 shall be entitled to Endow a Bed specially named and to the office of Vice-President with right of all Recommendations.

An individual Donation of £500 entitles to the Endowment of a Cot specially named and the office of Vice-President with right of all Recommendations.

An individual Donation of £50 and upwards entitles to the office of Vice-President with right of all Recommendations.

Every subscriber of 10s. 6d. or upwards shall be entitled to recommend patients according to the following scale :—

£ s. d.				In	Home	Out
				Patients.	Patients.	Patients.
For	0	10	6	{ to recommend } { during the year }		
	1	1	0	0	1	1
	2	2	0	0	2	2
	3	3	0	0	6	6
	3	3	0	1	9	9
	5	5	0	2	12	12

and so on in proportion to the sum subscribed.

The Advisory Council.

1. The Advisory Council shall consist of not fewer than ten and not more than twenty gentlemen, who shall meet for purposes of consultation and advice.

2. Its members shall hold office for three years and shall be eligible for re-election.

3. Nominations must be made in writing to the President, under cover to the Secretary, in time to be submitted to the Board at one of their ordinary monthly meetings.

4. The Board, with the approval of the outgoing Council, shall recommend a list of names for election to the Governors at their annual meeting.

5. Intermediate vacancies caused by death or resignation may be filled by the Council subject to the approval of the Board.

6. The Advisory Council shall meet at least twice in each year. At one of these meetings the Annual Report shall be read. The Council shall also meet at the request of the Board of Management on occasions of emergency. Such meetings may be held either conjointly with the Board or separately. The members of the advisory council, when convened, shall have the same power of voting as Members of the Board of Management. The President shall be the convener of the meetings.

Ladies' Advisory Council.

1. The Ladies' Advisory Council shall consist of not more than twelve members.

2. They shall be nominated by the Board of Management after consultation with the Ladies' Committee, in time to be submitted to the Board at one of their ordinary meetings.

3. Intermediate vacancies caused by death or resignation may be filled by the Board after consultation with the Ladies' Committee.

4. They shall have the right of voting at the meetings of the Ladies' Committee, and will be expected to visit the patients and to show their interest in the working of the Infirmary at such times and in such manner as may be convenient to themselves. They shall serve for three years, and shall be eligible for re-election.

Board of Management.

1. The Board shall consist of twenty-four Governors appointed at the Annual Meeting, together with the Patrons, President, Vice-Presidents, Honorary Treasurer, Honorary Secretary, the Honorary Consulting and Senior Medical and Surgical Staff, and the Honorary Consulting and Honorary Dental Surgeon. Five shall form a quorum.

2. The Board may fill up any vacancy caused by the death or resignation of any of its lay members.

3. The Board of Management shall meet once in every month and oftener if necessary. It shall be entrusted with the supervision and regulation of the Infirmary in all its departments subject to the direction of the Meetings of the Governors.

A Special Meeting may be called by the House, Finance, or Woodlands or Craig Home Committee, or on the requisition of seven members of the Board to the President; seven days' notice by circular must be given of such meeting.

4. The Vice-Presidents shall be summoned to the ordinary meetings of the Board by notices sent to them at the commencement of each year.

5. The Board shall have power to make Bye-Laws for the regulation and government of the Infirmary and its Convalescent Homes.

6. At all meetings the President shall take the Chair; in his absence a Chairman shall be appointed by the meeting.

7. The Board at its first meeting after the Annual Meeting of Governors shall make the following appointments;—

I. A Committee, designated the House Committee, consisting of seven members of the Board (two of whom shall be members of the Senior Honorary Medical and Surgical Staff). Their functions shall be to order, purchase, and examine from time to time all the provisions, drugs and other articles which in their judgment may be required; to recommend to the Board and to superintend under its directions whatever alterations or repairs may appear desirable; to engage and dismiss the Nurses and Servants when necessary; to draw up regulations for the guidance of the Resident Officers; and to exercise a general superintendence over the concerns of the Infirmary. Three shall form a quorum.

II. A Finance Committee whose functions shall be to manage the financial affairs of the Infirmary. All moneys invested on behalf of the Infirmary shall stand in the names of Trustees to be appointed by the Board. Three shall form a quorum.

III. A Medical Committee, consisting of the Honorary Medical and Surgical Staff, who shall meet not less frequently than once a month to consult and advise on all professional matters. Three shall form a quorum.

IV. A Committee for the management of the Woodlands Convalescent Home. Three shall form a quorum.

V. A Committee for the management of the Craig Convalescent Home for Children with power (subject to ratification by the Board) to co-opt a number of persons who are not members of the Board. The co-opted persons shall not form more than one third of the whole Committee. Three shall form a quorum.

VI. A Library Committee who shall have the management of the Medical Library.

VII. A Committee of Ladies who shall visit the Wards and inspect the domestic arrangements.

VIII. A Committee of eight (consisting of four members of the Board and four of the Visitors). The members of this Committee shall be changed each month in rotation and shall attend each week to inspect the arrangements of the Infirmary. They shall visit the Wards and other parts of the Institution, and shall make inquiry into every department; they shall enter minutes of their meeting in a book provided for the purpose, which shall be submitted to the Board at its monthly meetings.

8. The Board may by a meeting specially convened for the purpose, and by a majority of not less than two-thirds of those present, dispense with the services of any honorary officer of the Infirmary.

9. The Board shall have the power to appoint and to remove the paid officers of the Infirmary.

10. The proceedings of all Committees shall be subject to the control of the Board, and a report from each shall be presented at the next monthly meeting.

11. Minutes of the proceedings of each meeting of the Governors shall be presented to the Board by the Secretary and be signed by the Chairman.

The Honorary Treasurer.

He shall receive all subscriptions, donations, collections, legacies, and other moneys payable to the Institution, and shall make all disbursements ordered by the Board; such order must be signed by three members of the Board and countersigned by the Cashier.

The Honorary Secretary.

The Honorary Secretary shall be elected at the Annual Meeting of the Governors.

The Honorary Senior Medical and Surgical Staff.

1. Members of the Senior Staff shall be duly registered for not less than five years under the Medical Acts.

2. The Senior Staff shall consist of four Physicians or Medical Practitioners who shall attend to the medical cases; four Surgeons who shall attend to the surgical cases; a Gynecologist who shall attend to the special diseases of women; and a Laryngologist who shall attend to diseases of the throat and nose; all arrangements must be subject to the directions of the Board.

3. Every candidate for the office of Physician, Surgeon, Gynecologist, or Laryngologist shall send his application together with his Certificate of Registration (or Diploma if required) and testimonials so that they shall be in the hands of the Secretary at least ten days prior to the day of election.

4. The election of all the Honorary Officers shall be vested in the Board and shall take place at a meeting specially convened by the Secretary for that purpose, of which at least seven days' notice by circular must be given to all the Members of the Board.

5. Members of the Senior Staff shall be elected for a term of ten years and at the expiration of this period they shall be eligible for re-election for a further term of ten years. They shall not be eligible for any further period except under special circumstances. Each Member shall on his retirement, provided that he has served for a period of not less than ten years, become a Consulting Member of the Staff. After fifteen years' service he shall also be entitled to have two beds at his disposal on retiring.

Honorary Assistant Medical and Surgical Staff.

1. Members of the Honorary Assistant Staff must be duly registered under the Medical Acts.

2. The Board may appoint two or more Assistant Physicians and two or more Assistant Surgeons who shall be associated with the Senior Staff in such manner as may be arranged by the Board.

3. Every Candidate for the office of Assistant Physician, or Assistant Surgeon shall send his application, together with his Certificate of Registration (or Diploma if required) and testimonials, so that they shall be in the hands of the Secretary at least ten days prior to the day of election.

4. The Members of the Assistant Staff shall be elected for a term of three years and at the expiration of that period shall be eligible for re-election for a further term of three years; except under special circumstances they shall not serve for a longer period than nine years.

Pathological Department.

A Member of the Honorary Staff shall take charge of the Pathological Department.

Electrical Department.

A Member of the Honorary staff shall take charge of the Electrical Department.

Honorary Dental Surgeon.

1. Every candidate for the office shall be a Registered Licentiate of one of the Colleges of Surgeons of the United Kingdom, and must be of not less than five years standing in his profession.

2. Every candidate for the office must send his application, Certificate of Registration (or Diplomas if required) together with testimonials, so that they shall be in the hands of the Secretary at least ten days prior to the day of election.

3. The Dental Surgeon shall be appointed for a term of ten years, and at the expiration of that period he shall be eligible for re-election for a further period of ten years. He shall be entitled on his retirement, provided that he has served for a period of not less than ten years, to the distinction of Consulting Dental Surgeon.

Anæsthetists.

1. The Board shall annually appoint two or more Anæsthetists who shall be associated with the Honorary Staff in such manner as is laid down in the Bye Laws.

2. Every candidate for the post of Anæsthetist must be duly registered under the Medical Acts. He shall send his application and testimonials together with his Certificate of Registration (and Diplomas if required) so that they shall be in the hands of the Secretary at least ten days prior to the day of election.

Resident Medical Officers.

Every candidate for the post of Resident Medical Officer shall produce evidence of his being registered as a legally qualified medical practitioner. He shall send his application, Certificate of Registration (or Diplomas if required) together with testimonials to the Secretary so that they shall be open for inspection by the Board at least ten days immediately preceding the day of election. The appointment shall be held for twelve months, and at the expiration of that period the holder of the office shall be eligible for re-election for a further term of twelve months.

Lady Superintendent.

The Lady Superintendent shall be elected by the Board. She shall have the care of all matters appertaining to the nurses and the nursing of patients and shall undertake such other duties as the Board may direct. She shall see that the instructions of the members of the Honorary and Resident Staff are duly carried out.

Secretary and Cashier.

The Secretary shall be the Executive Officer of the Board in matters of management. He shall act as House Steward and perform the duties enumerated in the Bye-Laws made by the Board.

The Cashier shall be the Officer of the Board in matters of Finance, as set forth in the Bye-Laws. He shall perform all the duties of a Bookkeeper and Collector.

The Secretary and Cashier shall be elected by the Board and shall devote the whole of their time and attention to the promotion of the interests of the Infirmary.

Dispenser.

The Dispenser shall be a qualified chemist duly registered under the Pharmaceutical Acts. He shall be elected by the Board, and shall have charge of the Dispensary, and perform such other duties as the Board may direct.

Patients.

The only proper objects of the charity being the sick poor, no person shall be admitted to its benefits who is considered by the Board able to maintain himself or herself and pay for medical aid.

Persons who bring a regular Recommendation to the Infirmary at the hour appointed shall, subject to the regulations of the Board, be furnished with Medical or Surgical Assistance as the case may require. In cases of emergency no recommendation shall be required; such cases if suitable shall be forthwith admitted.

Persons in receipt of parochial relief shall not be admitted except by special agreement between the Board of Guardians and the Board.

The House Committee shall have power to reject all applicants whose cases have in their opinion been misrepresented, or whose circumstances enable them to provide for their own requirements.

Patients not provided for by the foregoing Rules may be admitted at the discretion of the House Committee.



